

Example Offer Letter, Research I University
OITE Academic CAT Track Series, 2010

NIH Postdoc
Laboratory of [REDACTED] National Institute of [REDACTED]
[REDACTED] National Institutes of Health Bethesda, MD 20892

November 29, 2009

Dear [REDACTED],

We are extremely pleased to offer you an appointment in the School of Medicine at the [REDACTED], as an Assistant Professor, full-time in the Department of [REDACTED] and as a member of the [REDACTED]. This will be a tenure-earning track position on an academic 12 month appointment status.

The appointment package will be as follows:

Your annual salary of (\$90,000) per year will be provided by the Department of [REDACTED].

The Department will provide office and laboratory space that will be located on the 7th floor of the [REDACTED]. This space includes one third of a large open laboratory of approximately 3,300 sq ft and an office of approximately 130 sq. ft. New office furnishings have already been purchased for your office space. Also, new laboratory stools and chairs for your lab have been ordered. The Department will also provide common equipment for the 7th floor of the [REDACTED] including ultra-, high-speed and low-speed centrifuges plus rotors, spectrophotometer, real time PCR machine, storm phosphorimager, etc.

Laboratory set up funds in the amount of \$900,000 will be provided to you for equipment, supplies, and personnel. The full amount of set up funds (\$900,000) will be available even if you obtain additional extramural funds. In addition, the Department will purchase an EXPENSIVE PIECE OF EQUIPEMNT to support your studies and the studies of other investigators in the [REDACTED].

As a member of the Department, you will also have access to core facilities for DNA oligonucleotide synthesis, DNA sequencing, SNP Genotyping (Illumina iScan), mass spectrometry, monoclonal antibody production, confocal microscopy, electron microscopy, DNA microarray production, Nuclear Magnetic Resonance (NMR), Isothermal Titration Calorimetry (ITC), Fluorescence Spectroscopy, Surface Plasmon Resonance (SPR) (BiaCore2000), and X-ray crystallography.

You will be responsible for developing an active, independent research program that is funded extramurally after the second year of employment. You will be expected to raise

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33% of your salary and fringe from extramural support after the second year and 60% after the fourth year. When 60% of your salary and fringe is provided by grants, you will receive one half of the salary amount (i.e. 30% of your salary) per year from the Department to spend on personnel, supplies and equipment in your laboratory.

There will be no teaching responsibilities in the first year, and teaching responsibilities will increase gradually over the next 3 years to a maximum of 20 hours per year. You will be expected to participate in the teaching of Medical and Dental [REDACTED] courses and in one introductory and one advanced course in the [REDACTED] section of the Graduate Biomedical Sciences program. These courses are taught by teams of faculty members; therefore, your teaching commitment will not be greater than 5 hours/year in each course (maximum of 20 total hours per year). After the first year, you will also be expected to serve on Departmental committees such as the [REDACTED] Admissions Committee, [REDACTED] Seminar Series Committee, or the Departmental Retreat Committee.

The tenure track is 10 years. Before the beginning of the 9th year, your credentials will be submitted to the Department and the University Tenure and Promotions Committee and a decision on tenure will be reached based on the established University Promotion and Tenure Guidelines. This review typically occurs in February and March. Successful renewal of an active NIH grant is usually required in addition to the demonstration of excellence in teaching and service. In some instances, tenure has been awarded to faculty members who did not successfully renew their original grant but obtained a second NIH grant. If successful, tenure will be granted immediately. If unsuccessful, you will receive a letter of termination that is effective one year after the tenure decision is final. Tenure can be granted sooner than the schedule described above if the conditions of tenure are met.

The Department will pay all of your moving expenses to [REDACTED].

The University Provost requires receipt of your terminal degree (original) before your appointment as Assistant Professor.

The deadline for accepting this position is January 15, 2010. Upon accepting the offer, the date of your move can be as late as August 15, 2010.

All faculty appointments must receive final approval from the Dean(s), Provost, and President. We anticipate no difficulty with these steps. If this offer is acceptable to you, please sign below.

We are very excited about you joining our faculty and I look forward to receiving your acceptance of this excellent offer.

Sincerely,

I accept _____

Date _____